

GENERAL SERVICES ADMINISTRATION  
WASHINGTON, D. C. 20405

March 31, 1967

GSA BULLETIN FPMR NO. B-7  
ARCHIVES AND RECORDS

TO : Heads of Federal Agencies

SUBJECT: Film Storage at Federal Records Center, Suitland, Maryland

1. Purpose. This bulletin announces the availability of facilities at the Federal Records Center in Suitland, Maryland, to store exposed motion-picture film belonging to the Federal Government.

2. Background. The lack of low-cost, safe, Government-owned storage facilities for current films has, over the years, been the direct or indirect cause of significant losses of valuable materials. To compensate for the lack, some agencies have leased or contracted facilities or have arranged for their films to be retained by various commercial producers or laboratories. The costs and other disadvantages of those arrangements need no longer be incurred.

3. Applicability. The provisions of this bulletin are applicable to all organizations of the Federal Government.

4. New Records Center Services for Films.

a. Deposits. Effective July 1, 1967, the new Federal Records Center at Suitland, Maryland, will accept Federal Government motion-picture materials, including camera originals, work prints, outtakes, master positives, duplicating or color internegatives, and accompanying sound tracks, where such custody is less costly or is otherwise advantageous to the Government. The materials will be stored in a guarded area with temperature and humidity controls. To be eligible for deposit they must be current--that is, related to film productions that the creating agency currently distributes or similarly uses. Other films--those no longer needed by agencies for carrying out current business--will continue to be offered to the National Archives (FPMR 101-11.411). Depositors are encouraged to also send to the Records Center one record-copy release print of each current film production.

b. Withdrawal. Depositors may withdraw materials at will, following established procedures that will effect withdrawal within the normal Records Center standard of 24 hours.

On file GSA release instructions apply.

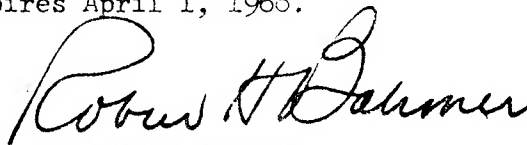
5. Agency responsibility. Federal organizations using the service announced by this bulletin are responsible for preparing, maintaining, and furnishing to the Records Center a complete inventory list of materials transferred, including information on title, type of film, and container identification. Each roll of film must be received in a metal film container of appropriate size. For ease in handling, containers should be packed in boxes labeled to show contents. Standard Records Center boxes should be used where practicable and, if used, should be packed so that containers lie flat rather than on end. Major film-producing agencies are encouraged to plan for large, periodic transfers. Other agencies should arrange for transfers as soon as practicable after initial print orders have been completed for each production. By periodic reviews depositors will determine which films should (1) be offered to the National Archives for permanent preservation, (2) remain in the Records Center as current material, or (3) be recommended for disposal (FPMR 101-11.4).

6. Procedures for transfer and withdrawal.

a. Agencies in the Washington, D.C., Metropolitan Area. Films may be transferred and withdrawn according to procedures now followed for paper records (FPMR 101-11.410-2 and 101-11.410-7 and Records Management Handbook, Federal Records Centers).

b. Other agencies. Arrangements for transfers and withdrawals should be made through agencies' offices in the Washington, D.C., Metropolitan Area. Agencies without Washington offices should address offers and inquiries to the Assistant Archivist for Federal Records Centers, Washington, D.C., 20408.

7. Expiration date. This bulletin expires April 1, 1968.



ROBERT H. BAHMER  
Archivist of the United States

Approved For Release 2008/03/05 : CIA-RDP73-00402R000100290053-5

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